PLANNING COMMISSION

INSTRUCTIONS: For Making Application to the Planning Commission

- 1. This Planning Commission application is to be filed with the Department of Planning and Development, City of Kettering Government Center, 3600 Shroyer Road, Kettering, OH 45429. Full applications with a properly signed application form may be submitted electronically at www.ketteringoh.org.
- 2. The required filing fee shall be in accordance with the City of Kettering Schedule for Permits, Inspections, Certificates and Fees payable at the time of application.
- 3. Attach the following information to the form:
 - a. All required exhibits in electronic pdf format. One (1) paper copy of the required exhibits, drawn to scale may be submitted if electronic is not available. This application is not considered Complete until all required exhibits are filed as required.
 - b. Any supplemental information which would be helpful to the reviewing body in making its decision.
- 4. The person making this application must sign at the end of this application for this form to be complete. If the applicant is not the property owner, than a separate Appointment of Agent Form must accompany this application. The Appointment of Agent form must include the notarized signature of at least one of the owners of the property that is subject to the submitted application.

Your application will be assigned a case number, and you will be advised in writing as to the date your case is scheduled for a hearing before the Board of Zoning Appeals.

A completed application form and all required exhibits must be filed before the application deadline to be considered a Complete Application. The Planning Commission meetings are held on the first or third Monday of each month. The City of Kettering reserves the right to postpone the public hearing if the application is incomplete or if there are not sufficient cases or a quorum does not exist.



APPLICATION FOR PLANNING COMMISSION

Date Filed:	
Location:	
Requested Action:	
Description:	
K	
APPLICANT INFORMATION	
Applicant Name:	
Business Name: Phone 1:	-
Phone 2:	
Applicant Address:	
Property Owner:	
Business Name:	
Phone 1: Phone 2:	
Address:	
Tudi ess.	
Agent for Property Owner Name:	
Business Name:	
Phone 1:	
Phone 2:	
Address:	
	_
FILING FEE	
Fee: \$	
Paid: \$	
Balance: \$	

REQUIRED EXHIBITS AND FILING FEE MUST ACCOMPANY THE FILING OF THIS APPLICATION.

The undersigned applicant named in the foregoing application, being first duly sworn, states that all the facts are true to the best of the applicant's knowledge.

TITLE		
State of Ohio)) SS:		
County of Montgomery)		
Sworn to and subscribed in my presence on t	he day of	20
by	, as his/her voluntary act a	and deed.
NOTARY PUBLIC		
My Commission Expires:		

APPOINTMENT OF AGENT

The undersigned, owner(s) of the real property described in the attached Exhibit "A" (the "Property"), do hereby appoint and expressly grant full authority to
"Property"), do hereby appoint and expressly grant full authority to"Agent" to act
as the sole agent of and in behalf of the undersigned in all matters related to and in connection with the application for
for the Property (the "Application"). The undersigned hereby consents and agrees to be bound by its Application information and by any agreement made by the herein named Agent with the City of Kettering in connection with Owner's Application.
Owner's signature
Owner's printed name
Date:, 20
State of Ohio)) SS:
County of Montgomery)
Sworn to and subscribed in my presence on the day of,
by, as his/her voluntary act and deed.
NOTARY PUBLIC
My Commission Expires: